



MEMORANDUM

Date: November 25, 2013

To: Ana Struve
Finance, FSCU

From: Department of General Services
State Administrative Manual (SAM) Unit

Subject: REVIEW OF PROPOSED SAM REVISION #424 FOR DECEMBER 2013

SAM sections 7930, 7975, 19462 and 19463 is scheduled for publication in the upcoming SAM revision package #424 for December 2013.

Please review the attached SAM pages to insure that this revision is correctly incorporated into SAM.

Indicate approval by inserting your signature below and returning this memorandum electronically no later than Monday, November 25, 2013.

If you have any questions or concerns, please contact me at 916-376-1862. Thank you for your cooperation.

Isaac Clark III
SAM Consultant
SAM Unit
Isaac.clark@dgs.ca.gov

APPROVAL SIGNATURE

DATE

Attachments: